

Summary Minutes
Designated Agency Safety and Health Official (DASHO) Council
Thursday, October 20, 2005
Room 3239 MIB – 9 a.m. – 10:30 am

Welcome – Kathleen J.H. Wheeler, Deputy Chief Human Capital Officer and Department DASHO

Introduction of SMIS Manager, James Meredith - Kathleen J. H. Wheeler
Kathleen will introduce the new SMIS Manager.

Kathleen opened the meeting and introduced Jim Meredith, the new SMIS Manager.

SMIS Safety Statistics and OSHA Reporting and Record Keeping – Jim Meredith, SMIS Manager, Safety Analysis and Statistics, OHS
Jim will provide SMIS charts and provide a status regarding OSHA reporting and record keeping.

Jim distributed and discussed the SMIS statistical charts, explained the new OSHA reporting and record keeping requirements, and shared that DOI had gone to “green”, as the status of all four SHARE goals was green. In addition, it was announced that OSHA had notified and congratulated DOI for their accomplishment. Jim indicated that in November, they hope to release the new version of the SMIS system to comply with the OSHA Record Keeping and Recording Requirements.

Safety and Health Council Report – Sandy Guches, Chair and Safety Manager, BLM
Sandy will report on the following safety and health topics and initiatives:

- *DASHO discussion and approval of Core Competencies Handbook*
- *Approval of FY 2006 Safety Initiative: Core Competencies Training*
- *DASHO input on DOI Safety and Health Strategic Plan*

Sandy mentioned that comments were due today, for the Core Competencies Handbook. The DASHOs approved the Core Competencies Initiative and the Core Competencies Handbook. Richard Powell will be drafting a memo. Sandy distributed a “DOI Safety and Health Council Update.” DASHOs were offered an opportunity to provide input on the DOI Safety and Health Strategic Plan.

Strategic Goal – Management Excellence – Human Capital Management – Kathleen J. H. Wheeler

Kathleen will discuss goals/performance measures for FY 06 and proposed goals/performance measures for 2007 - 2011

Kathleen discussed formation of the “Management Excellence Team.” She shared that as we are at the three year point in the strategic plan, we need to begin our preparation for the FY 2007 – 2012 Strategic Plan. Summaries of the meetings had previously been distributed to the DASHOs, as well as the Safety and Health Council members.

Nominations for DOI 2006 Safety Awards – Harrison Daniel, Safety and Health Manager and SafetyNet Manager

Harrison will discuss the 2006 Safety Awards and proposed award presentations ceremony in March 2006.

Harrison was not able to attend the meeting. Diane Schmitz announced that a memo had been distributed on October 6, 2005, requesting nominations for the DOI 2006 Safety Awards. Nominations need to be submitted to the appropriate bureau safety and occupational health manager no later than December 15, 2005. It was confirmed that an award ceremony will be conducted at the Safety and Health Seminar in March.

Bureau/Office Reports – DASHOs

Updates on any bureau/office activities

No Bureau/Office reports were shared.

Proposed Next Meeting – Kathleen J.H. Wheeler

Discussion regarding date/time of next meeting

Next meeting was scheduled for December. However, due to the holidays and previously scheduled leave, the meeting will be conducted on Thursday, February 23, 2006, MIB, room 7000B, from 9:30 am – 11am.